

**BY ORDER OF THE COMMANDER
HQ AIR UNIVERSITY (AETC)**

**AIR UNIVERSITY INSTRUCTION 36-2315
11 DECEMBER 2001**



Personnel

STUDENT DISENROLLMENT PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction provides guidance for disenrollment of officer and civilian students attending Air University (AU) professional military education (PME) schools and officer, enlisted, and civilian students attending professional continuing education (PCE), and graduate education (GE) schools, both through in-residence and nonresident (distributed education) programs, and officers and officer trainees attending Officer Training School. Disenrollment guidance for Enlisted Professional Military Education (EPME) schools is found in the USAF EPME Procedural Guidance published under authority of AFI 36-2301, *Professional Military Education*. This instruction supersedes the AETC/ED Policy Letter on Disenrollments, dated 22 Feb 00 and expands on the disenrollment guidance in the *Air Force Education and Training Course Announcements* (ETCA), a database that has replaced AFCAT 36-2223, *USAF Formal Schools Catalog*. ETCA can be found on-line at <http://hq2af.keesler.af.mil/etca.htm>. It does not apply to recall or withdrawal of students, which is covered in ETCA (paragraph 4.5). This instruction applies to all Air University schools and courses except as otherwise noted herein.

SUMMARY OF REVISIONS

This revision clarifies ambiguous provisions of the ETCA and brings this instruction into conformance with the ETCA. It provides for three distinct procedures for the disenrollment of students (paragraph 2.1). It is intended to establish clear guidance and conformity in disenrollment procedures throughout Air University. This revision also prescribes forms for processing disenrollments. This is a major revision of this instruction and should be completely reviewed.

1. General. Disenrollment is the permanent removal of any enrolled Air University student from a course or school prior to its completion, by any means other than a recall. Disenrollment of students is an administrative action and should not affect an individual's service status. However, the decision to disenroll may raise the question of whether further retention of the student in the Air Force or on active duty is in the best interest of the Air Force. Therefore, the person initiating action should consider all of the evidence in the case file and determine whether separation or other action may be indicated. In such circumstances, commanders are encouraged to swiftly pursue other appropriate actions, when warranted, concurrently with disenrollment action. Basic Officer Training (BOT) and Commissioned Officer Training (COT) are serviced by AFOATS/JA. All disenrollment issues related to BOT or COT should first be addressed to AFOATS/JA. In any situation where higher headquarters provides guidance for disenrollment, this instruction shall supplement such guidance to the extent that it is not inconsistent with such guidance. A glossary of terms and acronyms used in this instruction is at attachment 1.

1.1. ROTC Students. Disenrollment of Air Force Reserve Officer Training Corps (AFROTC) cadets is accomplished under the provisions of DODI 1215.8, *Senior Reserve Officer Training Corps Programs*, AFI 36-2011, *Air Force Reserve Officer Training Corps*, and AFI 36-2012, *Record of Disenrollment from Officer Candidate-Type Training – DD Form 785*.

1.2. OTS Students. Disenrollment of Basic Officer Training (BOT) trainees is accomplished using this instruction in conjunction with relevant portions of AFI 36-2013, *Officer Training School (OTS) and Airman Commissioning Programs*, and AFI 36-2012, *Record of Disenrollment from Officer Candidate-Type Training – DD Form 785*. Disenrollment of Commissioned Officer Training (COT) students is accomplished using this instruction in conjunction with AFI 36-2406, *Officer and Enlisted Evaluation Systems*.

1.3. AWC, ACSC, SAAS, SOC, CPD, CADRE, and AFIT Students. Disenrollment of students from the Air War College (AWC), Air Command and Staff College (ACSC), School of Advanced Airpower Studies (SAAS), Squadron Officer College (SOC), Ira C. Eaker College for Professional Development (CPD), College for Aerospace Doctrine, Research and Education (CADRE), or the Air Force Institute of Technology (AFIT) schools is accomplished using this instruction in conjunction with AFI 36-2406, *Officer and Enlisted Evaluation Systems*, and relevant operating instructions of the respective school or college.

1.4. Technical Training Students. Disenrollment of technical training students, (which includes all courses which award an AFSC/SDI), is accomplished under the provisions of AETCI 36-2215, *Training Administration*, as supplemented by career field functional managers.

1.5. International Students. Before initiating any type of disenrollment action against an international student, notify AU/IA, who will make notifications required by AFJI 16-105, *Joint Security Assistance Training (JSAT)*, paragraphs 10-36 and 10-117. All faculty boards concerning international students should include AU/IA (or his or her delegate) as a non-voting member.

1.6. Enlisted Students. Disenrollment and Academic/Disciplinary Review Board guidance for EPME schools is found in the USAF EPME Procedural Guidance published under authority of AFI 36-2301.

2. Procedures and Definitions. All Air University commandants, their functional equivalents, Air Force Institute of Technology (AFIT) school deans and the squadron commanders of the OTS training squadrons for Commissioned Officer Training (23 TRS/CC) and Basic Officer Training (24 TRS/CC) are designated as appointing authorities. For purposes of this instruction, whenever commandant is used, that term is intended to include the functional equivalent of the school commandant for each Air University school (for example, school commander or school director), regardless of the actual title used in the particular school, and the AFIT deans. Disenrollment is initiated by the appointing authority. Appointing authorities should seek legal advice before initiating any disenrollment action. For cases in which an AFIT student is being considered for disenrollment based solely on academic performance, AFIT personnel may seek advice from AU/JA.

2.1. Types of Disenrollment. This instruction authorizes three disenrollment procedures: administrative elimination, summary disenrollment, and faculty board action. The faculty board uses procedures prescribed in AFI 51-602, *Boards of Officers*. Further information on each of these disenrollment procedures is described below.

2.2. Pre-Disenrollment Notification. Commandants shall advise HQ AU/CF and AU/JA (AFOATS/JA in the case of BOT and COT students) before initiating action that could result in the disenrollment of students from their programs. Commandants shall also advise HQ AU/IA before initiating action that could result in the disenrollment of international students from their programs. The notifications required by this section include the following information: student name, grade, social security number, and a brief summary of reasons for the proposed action.

2.3. Delegation of Authority. In the absence of the school commander or commandant, the deputy commander or commandant may initiate disenrollment actions and may approve disenrollments to the same extent that commandants or commanders may do so under paragraphs 7.1, 9.8 and 12.10 of this instruction. OTS/CC may delegate approval authority for administrative elimination disenrollments from BOT to a level no lower than 24 TRS/CC.

3. Disenrollments for Disciplinary Reasons. Commandants should consult with AU/JA (AFOATS/JA in the case of BOT and COT students) when proposing to disenroll a student for disciplinary reasons. All available facts should be evaluated to determine if other administrative action (including possible separation) or UCMJ action is appropriate. Commanders are encouraged to swiftly pursue other appropriate actions, when warranted, concurrently with disenrollment action.

4. Disenrollment with Prejudice. Upon determining that a student should be disenrolled for misconduct (includes not meeting professional responsibilities as a student; for example, consistent late or missing homework, missed appointments with faculty or staff, clearly not applying oneself toward satisfying course completion or graduation requirements), the

commandant also decides whether the disenrollment should be with prejudice. A commandant may decide that a disenrollment should be with prejudice when the commandant determines that the nature of a student's misconduct is so egregious that it clearly fails to meet the minimum standard of behavior and integrity demanded of Air University students. When disenrolled with prejudice, a student is not allowed to reenroll in the course unless a commandant either expressly states on the disenrollment notice that the student may reenroll in a distance learning version of the course or grants the student a reprieve. If a commandant determines that it is in the best interest of the Air Force, he or she may grant reprieve to a student who has been disenrolled with prejudice, allowing him or her to reenroll in a future class of that course/school, upon such conditions as that commandant deems fit. (**NOTE:** This paragraph does not apply to precommissioning programs. The issue of suitability for reenrollment into a precommissioning program is addressed in AFI 36-2012.)

5. Suspensions Pending Disenrollment Proceedings. Pending disenrollment proceedings, the commandant may suspend a student being considered for disenrollment, when he or she determines that it is in the best interest of the school to do so. When suspending a student pending disenrollment proceedings, the student shall be given written notice of that decision.

6. Administrative Elimination. Commandants are authorized to administratively eliminate students (either disenroll or deny enrollment) when there is no controversy and the student should clearly not be allowed to enroll or remain in the school or course due to failure to meet minimum administrative eligibility standards. This procedure does not apply to disenrollments for disciplinary reasons, nor academic performance cases, except when a student has submitted a written waiver of a faculty board or has requested to be disenrolled. The following are examples of when administrative elimination is appropriate:

6.1. A student clearly does not meet established eligibility requirements for the school, including, but not limited to, those set forth in section 4.2 of the ETCA for officers or section 5.1 for enlisted airmen.

6.2. A student is being separated or retired from the Air Force for reasons not related to school status.

6.3. An AFIT Civilian Institute (CI) student has been disenrolled or has dropped out of a CI under circumstances clearly beyond the student's control.

6.4. A student has made a written request to withdraw from a school/course because of hardship or other personal reason. (See paragraph 7.4 for further direction on processing hardship disenrollments.)

6.5. A student has had an extended absence or shown an inability to perform required duties because of physical or medical reasons over which the student clearly has no control. Although a faculty board is not required in these circumstances, one may be held to assist in determining whether a student can fulfill requirements for graduation. A statement from the base hospital should be obtained when medical incapacity, mental health conditions, pregnancy, or terminal illness is involved.

6.6. A student enrolled in a distributed education program has failed to fulfill academic requirements within the time allotted. In such cases, the administrative elimination process may be completed electronically and the use of AU Form 747, **Record of Administrative Action**, is not required.

7. Administrative Elimination Procedure.

7.1. The commandant designates any commissioned officer, who is senior in rank to the student, to initiate or review administrative elimination actions. The process is initiated by completing Section I of AU Form 747. The form is then forwarded to the commandant, who completes Section II as the approval authority. Section III is left blank. The AU Form 747 is not prescribed for BOT disenrollments or for administrative disenrollment of students in distributed education programs as described in paragraph 6.6.

7.2. The student is provided a notice of administrative elimination and a copy is sent to the parent unit commander. A sample notice format that may be used is at attachment 2.

7.3. The original AU Form 747 is used by school personnel to document the disenrollment and to take any further disposition action deemed necessary.

7.4. The commandant reviews and forwards endorsements of all requests for hardship disenrollment to the parent unit of the student concerned. Each endorsement must contain a recommendation for approval or disapproval and any other comments deemed appropriate. Forward an information copy to HQ AU/CFA. For international students, also forward each request to HQ AU/IA who forwards it through appropriate channels for approval or disapproval. OTS/CC, in coordination with Air Force Personnel Center (AFPC), acts on all requests for hardship disenrollment submitted by students attending BOT.

8. Summary Disenrollment. Summary disenrollment is used in other than purely administrative cases, where the facts can be readily determined without the need for a formal Board of Inquiry. This procedure may be used in misconduct cases, academic deficiency cases and in other situations where the commandant determines there are sufficient facts to allow a thorough review. Cases in which a summary disenrollment would be appropriate include but are not limited to: where a command directed informal inquiry or criminal investigation has adequately ascertained the facts and the student does not reasonably dispute those facts; when the material facts supporting disenrollment are not in dispute; or when disenrollment is being considered based purely on academic deficiencies or substandard performance affecting academic achievement (for example, although steps have been taken to help a student succeed, he/she clearly lacks the academic ability to complete the program). Before determining to use summary disenrollment in a misconduct case, the commandant shall consult with AU/JA (AFOATS/JA in the case of BOT and COT students) to evaluate whether additional or other action is appropriate. The commandant's decision is final except in cases involving misconduct. In each misconduct case, a review and final approval or disapproval is made by AU/CC.

8.1. Procedure. Upon being notified of possible grounds for disenrollment of a student, the commandant (or AFIT dean in purely academic cases) may initiate summary disenrollment

action personally, appoint a review officer, or appoint a review committee made up of two or more members. A sample appointment memorandum is at attachment 3. The purpose of a review officer or a review committee is to conduct any needed informal inquiry, review the evidence and make recommendations to the commandant or AFIT dean about the future status of the student. If a review committee is appointed, the highest ranking member of that committee shall be designated the “review officer.”

8.1.1. A review officer acting alone shall be a commissioned officer that outranks the student subject to being disenrolled, unless the student being considered for disenrollment is a civilian, in which case a review officer acting alone may be a civilian.

8.1.2. A review committee considering disenrollment of a military member may be made up of any combination of commissioned officers, warrant officers, chief master sergeants, and senior master sergeants, provided each member outranks the student subject to being disenrolled. A review committee considering disenrollment of a civilian must include at least one civilian.

8.1.3. In a purely academic case, an academic review committee may assess a student’s probability of succeeding and provide recommendations (for example, “get-well” proposal, disenrollment, etc.) to the commandant or AFIT dean. If the case involves an AFIT student, the commandant or AFIT dean may appoint any school staff member who outranks the student as the review officer and review committee members.

8.2. The review officer first reviews this instruction and the available information concerning grounds for disenrollment, including any relevant school records. The review officer then seeks a legal briefing from AU/JA (AFOATS/JA in the case of BOT and COT students) before proceeding further.

8.3. The review officer and review committee (if applicable) may interview witnesses determined to be appropriate, including the student being considered for disenrollment (after advising of Article 31 rights, if applicable). Upon interviewing a witness, the review officer prepares a summarized statement of that witness’ testimony.

8.4. Based on the review of available evidence and information from any additional inquiry (if needed) and consultation with the review committee (if applicable), the review officer prepares a report for the commandant or AFIT dean. The report should set out the facts, discuss the evidence and make a recommendation for action. Use AU Form 747 as a cover sheet for the report except in BOT cases. Documentary evidence relevant to the action, including any witness interview summaries, should be attached to the report.

8.5. If the review officer recommends disenrollment by summary disenrollment, he or she also prepares a student notification memorandum for the commandant’s or AFIT dean’s signature. A sample notice format is at attachment 4. The student has a right to submit written matters on his or her behalf to the commandant or AFIT dean by a set time and date (at least 3 duty days for local students and 7 duty days for distance education students.) If requested by the student, the commandant or AFIT dean may, at his or her discretion, extend

the time to submit matters. Any extensions should be provided to the student in writing and should state the extended time and date when written matters are due.

8.6. If the commandant or AFIT dean concurs with the review officer's recommendation or otherwise determines that summary disenrollment is appropriate, he or she provides a Summary Disenrollment Memorandum (as described at attachment 4) to the student. If the student is on Maxwell AFB, the memorandum is hand-delivered to the student. Otherwise, the memorandum is sent by certified mail, return receipt requested.

8.7. After the time for submitting matters has expired or after considering any written matters submitted by the student, the commandant completes Section II of AU Form 747, and forwards the disenrollment package to AU/JA (AFOATS/JA in the case of BOT and COT students) for review. The disenrollment package should now include an AU Form 747 with Section I and II completed, the Student Notification Memorandum, indorsed by the student, a copy of any documentation supporting the recommendation (including summarized statements of any witnesses interviewed), and any matters submitted by the student.

8.8. After legal review, the disenrollment package, with a written legal review included, is either returned to the school commandant for final actions (in cases not involving misconduct), or forwarded to AU/CC (in misconduct cases).

8.8.1. In AFIT cases based purely on academic performance, the AFIT dean is the final decision authority for decisions to retain a student. In such cases, the AFIT dean completes Section II of AU Form 747 and leaves Section III blank. However, if the AFIT dean determines that a student should be disenrolled, he or she completes Section II of AU Form 747 and forwards the report to the AFIT Commandant. The AFIT Commandant then completes Section III of the form as the final approval authority. In all other cases, the school commandant makes the decision on student disenrollment, subject to review and AU/CC approval in misconduct cases.

8.8.2. In misconduct cases, the school commandant completes Section II of AU Form 747 concurring or nonconcurring with the review officer. Also, the commandant should mark the appropriate boxes expressing his or her decision on whether the student is allowed to reenroll in the course or school, and if so, under what conditions.

8.8.3. In cases not involving misconduct, the school commandant is the final approval authority. In such cases, the commandant completes Section II of AU Form 747 and leaves Section III blank. The AU Form 747 is not prescribed for BOT disenrollments.

8.8.4. In cases involving misconduct, after the commandant completes Section II of AU Form 747, the disenrollment package is forwarded to AU/CC for final decision. The AU/CC completes Section III of AU Form 747 as the final approval authority, and returns the disenrollment package to the initiating commandant thru AU/JA (AFOATS/JA in the case of BOT and COT students). AFOATS/CC may serve as the final approval authority for BOT disenrollments. AU/CC maintains oversight of AFOATS disenrollments by receiving periodic updates from AFOATS/CC.

8.9. Finally, the commandant provides the student with a written notice of action. (See sample at attachment 5) and ensures that school personnel take appropriate disposition action as provided in paragraph 13.

9. Faculty Board Disenrollment. The purpose of a faculty board is to determine facts and make recommendations to the commandant or AFIT dean on matters referred to the board. A faculty board involves a formal hearing and provides the student a forum to present his or her position. The proceeding is conducted in accordance with AFI 51-602 (also applies to civilians). A student may waive a faculty board by submitting a written waiver to the commandant or AFIT dean that convened the board.

10. When to Use a Faculty Board. A faculty board is appropriate whenever:

10.1. There are disputed material facts involving the grounds for disenrollment.

10.2. An informal inquiry has failed to provide sufficient facts for the decision or approval authority to use in making a decision about disenrollment.

10.3. A board is needed to determine whether an academic deficiency resulted from factors within the student's control. Although faculty boards are not required in cases that are based solely on academic deficiencies or substandard performance affecting academic achievement, the commandant or AFIT dean may determine that a faculty board is warranted in such cases to determine whether the deficiency is within the student's control.

10.4. The commandant decides it is appropriate and directs a faculty board be convened.

11. Membership of Faculty Boards. With the assistance of AU/JA (AFOATS/JA in the case of BOT and COT students), the commandant or AFIT dean issues a convening order that designates who shall serve as board members for a faculty board. Board members may be drawn from staff personnel assigned to Air University, AFIT school faculty, and personnel from other base organizations (upon approval of the potential board member's commander). A faculty board should have three or more voting members. It should also include a legal advisor and a recorder (the government representative), who are non-voting members. A faculty board may include other non-voting members such as an educational advisor and other advisors as deemed appropriate. In cases involving disenrollment of international students, the faculty board should also include HQ AU/IA (or his delegate) and the Air Force Security Assistance Team (AFSAT) country liaison (if appropriate) as non-voting members. Board members may be a combination of commissioned officers, warrant officers and civilian officials, within the following limitations:

11.1. Military board members must be senior in rank to the student being considered for disenrollment.

11.2. Board membership consists solely of officers for students being considered for disenrollment from BOT.

11.3. Board membership consists solely of military personnel when the student being considered for disenrollment is military (except in disenrollments from AFIT).

11.4. In the case of AFIT students being considered for disenrollment, board membership consists of faculty members from within the schools and may be either civilian or military. Also eligible to sit on the board are the Director of Academic Affairs, Director of Admissions, and the various Deans of AFIT schools. (**EXCEPTION:** The dean of the school from which the student is being disenrolled does not serve as a member of the faculty board).

11.5. When civilian students are considered for disenrollment, at least one member of the board must be a civilian.

12. Faculty Board Disenrollment Procedures. The procedures for a faculty board are described in AFI 51-602, with additional guidance as described in this subsection.

12.1. Upon determining that a faculty board is appropriate, the commandant or AFIT dean completes Section I of AU Form 864, **Record of Faculty Board Action**, and forwards it, with any attachments to AU/JA (AFOATS/JA in the case of BOT and COT students). AU/JA (or AFOATS/JA) arranges for a legal advisor, recorder, military defense counsel (for military students) and a court reporter.

12.2. The commandant or AFIT dean chooses at least three voting board members to serve on the faculty board. If more than three voting members are desired, the total number should always be an odd number in order to avoid voting ties. The faculty board is convened by written order, drafted by AU/JA (for BOT and COT students, AFOATS/JA shall draft the order), and signed by the commandant or AFIT dean. The order designates the name, rank and organization of each board member and describes the purpose and duties of the board.

12.3. Before the board meeting, the recorder provides a written notification to the student (called the respondent) as prescribed in AFI 51-602, paragraph 1.2.2. The recorder is also responsible for ensuring witnesses are available for the hearing, swearing in the witnesses, presenting testimony through the government witnesses, presenting relevant documentary evidence, providing each board member and the defense counsel with a copy of the hearing format (script), preparing the hearing room, and preparing the Findings and Recommendations Worksheet.

12.4. The faculty board hearing is conducted in accordance with AFI 51-602, using guidance and a hearing format provided by AU/JA (AFOATS/JA in the case of BOT and COT students).

12.5. The legal advisor makes rulings on issues of law and instructs the board members on the law to be followed. He or she is a judge advocate.

12.6. The senior ranking military member of the faculty board is the board president. That person is in charge of the proceedings, subject to the legal rulings and instructions provided by the legal advisor.

12.7. After hearing and reviewing all of the evidence, the voting board members meet together in private to discuss the evidence. The voting board members then vote by secret written ballot. The board president either counts or designates another voting member to

count the ballots. A majority of the voting members must agree on the recommendation. Once a majority agrees upon a recommendation, the board president completes the Findings and Recommendations Worksheet provided by the recorder. In AFOATS cases only, if a majority of the voting members cannot agree on the recommendation, each member will submit a separate recommendation on a separate Findings and Recommendations Worksheet.

12.8. The court reporter prepares a formal record of the board proceedings in accordance with AFI 51-602. The court reporter completes Section II of AU Form 864 and places it in the front of the record. The reporter then forwards the record to the commandant or dean who convened the faculty board.

12.9. In AFIT academic performance cases, the AFIT dean has authority to make decisions to retain the student. In such cases, if the student is retained, the AFIT dean completes Section IV of the Record of Faculty Board Action form and Section III is left blank. Final decisions to disenroll AFIT students for academic performance are made by AFIT/CC. In such cases, the AFIT dean completes Section III as the appointing authority. The record is forwarded to AU/JA (AFOATS/JA in the case of BOT and COT students) to review the record and recommendation to determine legal sufficiency. The record is forwarded to AFIT/CC, who completes Section IV as the approving authority, and returns the record to the AFIT dean for implementation.

12.10. In all faculty boards other than AFIT academic performance cases, the school commandant reviews the board recommendation and completes Section III of AU Form 864 as the appointing authority. He or she forwards the record to AU/JA (AFOATS/JA in the case of BOT and COT students).

12.10.1. AU/JA (AFOATS/JA in the case of BOT and COT students) reviews the record and recommendation to determine legal sufficiency. AU/JA or AFOATS/JA (as appropriate) prepares a written legal review for AU/CC and a formal notification of decision addressed to the student for AU/CC's signature. In BOT cases not involving misconduct, AFOATS/JA prepares a written legal review for OTS/CC and a formal notification of decision addressed to the student for OTS/CC's signature. In BOT cases involving misconduct, AFOATS/JA prepares a written legal review for AFOATS/CC and a formal notification of decision addressed to the student for AFOATS/CC's signature.

12.10.2. AU/JA or AFOATS/JA (as appropriate) forwards the record, legal review, and proposed student notification to AU/CC for final decision.

12.10.3. Finally, AU/CC completes Section IV of AU Form 864 as the approving authority, signs the student notification and returns the record to the school commandant for disposition.

12.11. In all disenrollment cases, the student is provided with a formal notification of the approving authority's decision.

13. Post-Disenrollment Disposition. Upon disenrolling a student for any reason, the school from which the student was disenrolled takes prompt action to return TDY students to their home units, to have PCS students reassigned or discharged, and to document the disenrollment action in the student's personnel file. COT students are reassigned to 42 ABW for discharge processing. BOT students are reassigned or discharged.

13.1. Weight and Body Fat Management Program (WBFMP). Because the WBFMP is a commander's program, students attending an AU school on a TDY basis will not be weighed or monitored by AU while attending school. However, for students who permanently change station (PCS) to attend an AU school, the school commandant/commander will administer the WBFMP per AFI 40-502, *The Weight and Body Fat Management Program*.

13.2. Notification Requirements. Whenever students are disenrolled or eliminated at any time before graduation, notify the parent organization, HQ AU/FMA and AU/DP without delay, giving full details, including disposition.

13.3. Disposition of TDY Students. TDY students who are disenrolled or eliminated for various reasons before enrollment are processed as follows:

13.3.1. If a TDY student reports for a course and is found ineligible due to failure to meet eligibility requirements set out in ETCA, paragraph 4.2, established Air Force standards or other published prerequisites in education, job position, age, grade, security clearance, etc., the student is not enrolled. The student is promptly returned to his or her unit without censure, at the parent unit's expense. Notify the parent unit to amend travel orders reflecting the TDY charge to the fund cite of the parent unit. However, if the ineligibility can be easily corrected (for example, personal appearance standards), the commandant may choose to order the student to promptly correct the deficiency instead of returning the student to his or her parent unit.

13.3.2. COT students who arrive enroute to their first permanent duty station and fail to meet an established eligibility requirement may still be enrolled in COT. This permission is granted only on a case-by-case basis after coordination among 23 TRS/CC, the gaining unit commander, and the appropriate personnel manager for the officer's functional area.

13.4. Disposition of PCS Students. PCS students disenrolled from courses are reported for immediate reassignment as follows:

13.4.1. AFIT reports directly to HQ AFPC by message or E-mail.

13.4.2. Air War College (AWC) and Air Command and Staff College (ACSC) report to the Military Personnel Flight (42 MSS/DPM).

13.5. Disposition of International Students. Notify International Affairs (HQ AU/IA), who is responsible for securing disposition instructions for that student.

13.6. Distribution of Disenrollment Record. Within 15 calendar days of a final decision to disenroll a student (except a BOT trainee), the commandant forwards a copy of either AU

Form 747 (for administration of summary disenrollment) or AU Form 864 (for faculty board disenrollments) to the following offices as are applicable:

13.6.1. For all students, send one copy to HQ AU/CF.

13.6.2. For international students, send a copy to HQ AU/IA.

13.6.3. For TDY students, send one copy to the student's unit or squadron commander.

13.6.4. Send one copy to the student's flight commander or equivalent, if any, at the school.

13.6.5. For AFIT students, send one copy to HQ AFPC, Randolph AFB, TX 78150, and one copy to HQ AU/FMA.

13.6.6. For AWC and ACSC students, send one copy to 42 MSS/DPM.

13.6.7. For Air National Guard students, send one copy to ANGSC/TET, Andrews AFB MD 20331-5000, and to the student's State Adjutant General (for mailing address, see AFDIR 37-135, *Air Force Address Directory*).

13.6.8. For Category A Reserve students, send one copy to HQ AFRES/DPTIS, Robins AFB GA 31098-5000.

13.6.9. For Category B Reserve students, send on copy to HQ ARPC/DPMPO, Denver CO 80280-5000.

13.6.10. For civilian federal employees, send one copy to HQ 11 STTW/DPCPH, 1460 Air Force Pentagon, Washington DC 20330-5000.

13.6.11. Distribute additional copies to other organizations, if appropriate, on a need-to-know basis. This information is subject to the Privacy Act and should not be released except for official purposes.

13.7. **Maintaining Disenrollment Records.** Faculty board records and summary disenrollment records are kept by the school for at least 7 years. This record is available for review in the event a student disenrolled with prejudice requests reprieve to be allowed to reenroll. Because all BOT disenrollment records are permanently maintained at the National Personnel Records, BOT is exempted from this 7-year retention requirement.

14. Forms Prescribed. AU Form 747, **Record of Administrative Action**, and AU Form 864, **Record of Faculty Board Action**. These forms are available electronically as local (Air University) FormFlow templates.

DONALD A. LAMONTAGNE
Lieutenant General, USAF
Commander, Air University

Attachment 1**GLOSSARY OF ACRONYMS & TERMS*****Acronyms***

ABW – Air Base Wing
ADC – Area Defense Counsel
AETC – Air Education and Training Command
AFCAT - Air Force Catalog
AFI – Air Force Instruction
AFIT – Air Force Institute of Technology
AFOATS – Air Force Officer Accession and Training Schools
AFROTC – Air Force Reserve Officer Training Corps
AU – Air University
ABC – Aerospace Basic Course
ACSC – Air Command and Staff College
AFSC – Air Force Specialty Code
AWC – Air War College
BOT – Basic Officer Training
CI – Civilian Institute
CF – Chief Academic Officer for Air University
CFA – Office of Academic Affairs for Air University
CC – Commander or Commandant
COT – Commissioned Officer Training
DP – Director of Personnel
ETCA – Air Force Education and Training Course Announcements
GE – Graduate Education
HQ – Headquarters
IA – International Affairs
JA – Judge Advocate
JSAT – Joint Security Assistance Training
MAJCOM – Major Command
NJP – Nonjudicial Punishment
OTS – Officer Training School
PCE –Professional Continuing Education
PCS – Permanent Change of Station
PME – Professional Military Education
FMA – Financial Management Analysis
SDI – Special Duty Identifier
SSN – Social Security Number
SOS – Squadron Officer School
TDY – Temporary Duty
UCMJ – Uniform Code of Military Justice
XP – Plans and Programs

Terms

Commandant – For purposes of this instruction, commandant is used to refer to the school commander, commandant, director, or Air Force Institute of Technology (AFIT) School Dean, who is authorized to: Appoint faculty boards, initiate summary disenrollment actions, appoint review officers for summary disenrollment actions, and designate officers to initiate administrative eliminations. Commandant may also be referred to as school official or appointing authority.

Disenroll – To permanently remove an enrolled student from a course or school prior to its completion, by any means other than a recall.

Distributed Education – Formal courses that a school or a contractor develops for export to a field location or directly to the student in place of resident training. It includes private study, video teleseminar (VTS), video teletraining (VTT), and computer-based training (CBT).

Eligibility Requirements – Minimum administrative standards or prerequisites that a student must meet to be entered into a class or to be retained in a class. These standards may be set by the school, the parent unit or the Air Force. If a student does not meet or maintain these standards, he or she may be administratively eliminated from the class as provided in Part I, Section A of this instruction. For purposes of this instruction, eligibility requirements do not include the academic performance requirements for the class in which the student is currently enrolled.

Elimination – Permanently remove a student or prospective student from training, whether by faculty board, summary disenrollment or administrative elimination, either before or after registration.

Enrollment – The process by which eligible prospective students complete all necessary administrative or other requirements that result in their being officially included in that instructional program. Each Air University school defines and publishes its specific enrollment requirements in appropriate local operating instructions or policies.

Faculty Board – Formal disenrollment board of inquiry that follows the procedures set out in AFI 51-602, *Boards of Officers*, except as otherwise provided in this instruction. The purpose of a faculty board is to make findings and recommendations to the school official concerning a student's future status in the school.

Misconduct – Any factual basis used to support disenrollment that would provide a substantial basis to justify an administrative discharge under AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, paragraphs 3.6.3, 3.6.4, 3.6.6, 3.6.7, 3.6.8, 3.6.9, or 3.6.10 (for officers) or AFI 36-3208, *Administrative Separation of Airmen*, paragraphs 5.50, 5.51, 5.52, or 5.54 (for enlisted airmen).

Prejudice – A characterization of disenrollment that affects a student's future eligibility to enroll in the particular course or school from which the student is disenrolled. When disenrolled with prejudice, a student will not be allowed to reenroll in any version of the course or school he or she is disenrolled from unless a commandant either expressly states on the disenrollment notice that the student may reenroll in a distance learning version of the course or school or grants the student a reprieve.

Professional Military Education – Education in resident courses in one of the Department of Defense colleges or in one of the resident or nonresident courses of the Air University that improves an individual's general qualifications and ability in military science and tactics.

Professional Specialty Education – Education in formal resident course of general educational values which improves an officer's general qualifications and ability to perform commissioned duties, but is not necessarily designed specifically to enable him or her to perform one or more of the tasks contained in an AFS description. This education includes courses conducted in the program of the Air Force Institute of Technology (AFIT) and those, which advance the qualifications of officers whose specialties lie in the field of medicine, law, or theology. These courses are announced in appropriate command channels.

Recall – Removing a student from training by higher headquarters, the student's parent organization, or by the student's home country. A recall may also be called a withdrawal.

School Official – For purposes of this instruction, a school official is the school commander, commandant, director, or AFIT dean, who is authorized to: appoint faculty boards, initiate summary disenrollment actions, appoint review officers for summary disenrollment actions, and designate officers to initiate administrative eliminations. School official may also be referred to as commandant or appointing authority.

Technical Training – Training in one or more of the tasks in an Air Force specialty description conducted in formal schools, field training detachments, and through organized on-the-job training programs. Technical training is distinguished from flying and basic military training.

Attachment 2

SAMPLE NOTICE OF ADMINISTRATIVE ELIMINATION

[Date]

MEMORANDUM FOR [Rank and Name of Student]

FROM: [School Official's Office Symbol]

SUBJECT: Notification of Administrative Elimination

1. Pursuant to AUI 36-2315, *Student Disenrollment Procedures*, I have eliminated you from [school and class] because of [state general reason]. Specifically, [if applicable, describe what the student did or did not do that was the basis for the disenrollment, and why that conduct is either not acceptable or otherwise makes the student ineligible to continue in the class].
2. Sign the endorsement below and return a copy of this letter and the endorsement to me in the envelope provided.

[Signature Block of Commandant or Designated Representative]

1st Ind, [Rank and Last Name]

TO: [Commandant or Designated Representative]

I acknowledge receipt of this memorandum on {Date} .

[Name & Rank of Student], USAF

Attachment 3**SAMPLE APPOINTMENT OF REVIEW OFFICER**

[Date]

MEMORANDUM FOR [Rank and Name of Review Officer/Review Committee Members]

FROM: [Office Symbol of Appointing Authority]

SUBJECT: Letter of Appointment

1. You are appointed to conduct a review into the potential grounds for disenrollment of [rank and name of student] from [school/course] and to make a recommendation whether disenrollment or other action is appropriate in this case. I have reason to suspect that [rank and name of student] has [describe reason for proposed disenrollment]. You should refer to AUI 36-2315, paragraph 8, in conducting your review.
2. As part of your review, you are authorized to conduct an informal inquiry, if needed, to make your recommendations. You are expressly authorized to obtain and review any materials you determine are relevant. You may also interview relevant witnesses, including [rank and name of student]. However, you shall seek a briefing from AU/JA (AFOATS/JA in the case of BOT and COT students) before interviewing any witnesses.
3. At the conclusion of your review, you will provide a written report to me with your findings, conclusions, and recommendations. Include AU Form 747, **Record of Administrative Action**, with Section I completed, and any other documentation relevant to making a student status determination as attachments to your report. If you recommend summary disenrollment, you should also attach a proposed Summary Disenrollment Memorandum directed to the student, for my signature. A notice format is available at Attachment 4 to AUI 36-2315.
4. Your review and report should be concluded no later than [date]. If you need additional time, you may request it from me. You should direct any questions regarding the conduct of the review or your report to AU/JA (AFOATS/JA in the case of BOT and COT students).

[Signature Block of Commandant or AFIT Dean]

Attachment 4

SAMPLE SUMMARY DISENROLLMENT MEMORANDUM

[Date]

MEMORANDUM FOR [Name and Rank of Student]

FROM: [School Official's Office Symbol]

SUBJECT: Notification of Recommendation for Summary Disenrollment

1. Pursuant to AUI 36-2315, *Student Disenrollment Procedures*, paragraph ____, I am considering disenrolling you from [name of school & course] because of [general basis for disenrollment]. The specific reasons for this action are as follows:

[Describe specific reason(s) for disenrollment]

2. You may submit written matters on your behalf to me by _____ hours on _____ [allow at least 3 duty days for resident students and at least 7 duty days for students in distributed education programs]. I will consider those matters in making my recommendation. If you do not submit written matters to me by that time, such right shall be deemed waived, unless I grant you a written extension. If I decide to disenroll you from [school], your file, including any matters that you submit, will be forwarded to [rank, name & symbol of final approval authority] for final decision.

3. You may seek counsel to assist in your response to this action. You also have the right to inspect and copy documents in your training record and the right to request an appearance before the commandant. [If military member, add: You may be able to obtain Area Defense Counsel assistance on a space-available basis; contact _____ *{Name of ADC}* at _____ *{Phone Number of ADC}*.] [If civilian student, add: If you are a bargaining unit employee, you may seek counsel from a union representative.] Any cost for civilian legal counsel will be at your own expense.

4. After reviewing any matters you submit, I will make recommendations concerning whether you should be disenrolled and whether any disenrollment should be with prejudice. If you are disenrolled with prejudice, you may not be eligible to reenroll in this [school or course] in the future. [For misconduct cases, add: My recommendation will be reviewed by AU/CC, who will make a final decision.]

5. Complete and sign the indorsement below and return this memorandum and the endorsement to me promptly. You should retain a copy for your records.

[Name and Rank of Commandant or AFIT Dean]

____ Attachment(s):

[Document(s) supporting a basis for disenrollment]

1st Ind, [Student]

TO: [Rank and Name of School Official]

I acknowledge receipt of this memorandum at _____ hours on _____.

I do ☐ I do not ☐ intend to seek the assistance of legal counsel.

I do ☐ I do not ☐ intend to submit written matters for your consideration.

[Name, Rank and SSN of Student]

Attachment 5

SAMPLE NOTICE OF SUMMARY DISENROLLMENT ACTION MEMORANDUM

[Date]

MEMORANDUM FOR [Name and Rank of Student]

FROM: [School Official's Office Symbol]

SUBJECT: Notification of Summary Disenrollment Action

1. Pursuant to AUI 36-2315, *Student Disenrollment Procedures*, I have disenrolled you from [school and class] because of [state general reason]. Specifically, [if applicable, describe what the student did or did not do that was the basis for the disenrollment, and why that conduct is either not acceptable or otherwise makes the student ineligible to continue in the class.]
2. [If applicable, comment on any matters the student submitted, expressly stating that you did consider such matters if they were submitted.]
3. [Use in a misconduct case to address whether disenrollment is with or without prejudice and under what conditions, if any, the student may reenroll, (for example, "Because of your misconduct, I have decided to permanently disenroll you from Class 99-A. You will not be allowed to return to (class) in residence at any time in the future. This decision (does also/does not) prohibit you from completing the distance learning version of the course.")]
4. This is a final decision and is effective immediately. [If a misconduct or faculty board case, add: The Air University Commander has reviewed your case and has approved this action.]
5. Sign the endorsement below and return this memorandum and the endorsement to me in the envelope provided. You should retain a copy for your records.

[Signature Block of School Official]

1st Ind, [Rank and Last Name]

TO: [School Official's Office Symbol]

I acknowledge receipt of this memorandum on {Date} .

[Name & Rank of Student]